



## Job Posting

**Position Title:** Assistant Director of Bands  
**Department:** Performing Arts  
**Supervisor:** Director of Bands  
**Position Duration:** Full-Time, 12 months

### **FUNCTION:**

Reporting to the Director of Bands, the Assistant Director of Bands assists in all aspects of the Department of Bands and will recruit all members; provide leadership management of all band students, staff, and instructors; and serve as the head of one of the band functional areas (woodwind, brass, or percussion). Teaching opportunities within the Performing Arts Minor curriculum are available for qualified candidates.

### **DEMONSTRATED KNOWLEDGE, SKILLS, AND ABILITIES INCLUDE:**

Ability to rehearse and conduct music ensembles.  
Strong supervision, training, and team building skills.  
Ability to manage multiple schedules, duties and tasks.  
Personnel management skills.  
Strong advising skills.  
Ability to effectively work with all College constituents including students, faculty, staff.  
Experience in working with diverse student populations.  
Interpersonal, oral, and written communication skills relating to instruction, supervision, and recruitment.  
Problem-solving skills.

### **DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

Assist in weekly rehearsals and game day activities for the Marching Band during football season.  
Assist the Director of Bands in all aspects of Concert Band, Winter Indoor Percussion, and other added ensembles, including but not limited to rehearsal and performance conducting, rehearsal score prep and printing, rehearsal and performance logistics, and oversight of ensemble members.  
Head one of the functional band areas: Woodwind, Brass, or Percussion Studies  
Oversee scheduled rehearsals of the section and assist in the instruction of individual instrument sectionals  
Assist in the hiring and supervision of additional instructors, if deemed necessary by the Director of Bands.  
Organize the maintenance and inventory of all instruments within designated area.  
Assist in hiring and supervising adjunct instructors for each of the functional band areas: woodwinds, brass, percussion, color guard, and auxiliary.  
Assist in rotation of rehearsal and game day activities for the Pep Band during basketball season.  
Assist with the maintenance, upkeep, and security of the instrument inventory.  
Work with Director of Bands and admissions in recruitment strategies and implementation, including but not limited to online and in-person communications.  
Communicate and collaborate with athletics during sports seasons.  
Other duties as assigned.

### **QUALIFICATIONS:**

Bachelor of music degree required. Master of music degree (or higher) preferred.

### **SUPERVISION:**

Adjunct Instructors (5 stipend positions; will vary in winter season).

### **PHYSICAL ENVIRONMENT:**

Office duties conducted within a professional office setting with the need to access campus buildings with stairs and complete campus errands. Regular computer keyboard use. Some light to medium lifting (10-40 lbs.) may be required. Some travel is required with this position.

*To be considered for this position please submit cover letter, resume and salary requirements to: [careers@ndc.edu](mailto:careers@ndc.edu)*